

MANAGEMENT NOTICE

Vacancy Announcement

American Consulate General, Guayaquil

Number:	2007-HR-04	To:	ALL EMPLOYEES / ALL AGENCIES
Date:	February 26, 2007	From:	Jerry Ford – A/Management Officer
Subject:	NON IMMIGRANT VISA CLERK (Training / Developmental Level)		

OPEN TO: All Interested Candidates

POSITION: Non Immigrant Visa Clerk, FSN-5; FP-9*

OPENING DATE: February 26 2007

CLOSING DATE: March 18 2007

WORK HOURS: Full time; 40 hours per week

SALARY: *Not-Ordinarily Resident: US\$25,623 p.a. (Starting salary)
(Position Grade: FP-9 to be confirmed by Washington)

Ordinarily Resident: US\$15,177, p.a. (starting salary)
(Position Grade: FSN-5)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE
REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR
CONSIDERATION.

The U.S. Consulate General in Guayaquil-Ecuador is seeking an individual for the position of Non Immigrant Visa Clerk of the Consular Section Section.

BASIC FUNCTION OF POSITION

Performs full range of clerical duties related to the nonimmigrant visa process in compliance with U.S. laws, and applicable regulations, rules and procedures, ensuring the smooth flow of both applicants and documents, and providing expeditious, courteous and accurate customer service in both English and Spanish.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact (593-4) 2323570 ext 210.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- a. **Education:** Completion of secondary school. Two years of college study is required.
- b. **Experience:** Two years of responsible general office experience performing clerical duties: typing, filing, and, working with the public is required.
- c. **Language Proficiency:** Level III (good working knowledge) written/spoken English) and Level IV (fluent) written/spoken Spanish are required
- d. **Job Knowledge:** Knowledge of Ecuadorian society and culture is required. Must be familiar with current visa fraud trends.
- e. **Skills and Abilities:** Standard typing (35 wpm) is required. Must be able to use Microsoft office products and PC. Must exercise tact, judgment, and courtesy when dealing with public.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

- a) Application for U.S. Federal Employment (OF-612); or
- b) A current resume or curriculum vitae that provides the same information as an OF-612; plus
- c) Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application.

- d) Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
- e) **A cover page stating how applicant meets all requirements stated above**

SUBMIT APPLICATION TO

- 1) Per email (preferred method)
GYQrecruitment@state.gov
- 2) Per hand delivery
U.S. Consulate General Guayaquil
9 de Octubre y Antepara
Guayaquil
- 3) Per mail (please note this method often results in applications arriving too late to be considered) Human Resources Office
Attention: HR Officer
American Consulate General
Casilla X
Guayaquil-Ecuador

POINT OF CONTACT

Human Resources Office
Phone: (593-4) 2323570 ext. 210
Fax: (593-4) 2325286
GYQrecruitment@state.gov

DEFINITIONS

- 1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
- 2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniform service members who are eligible for employment under the American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: MARCH 18 2007

The US Mission in Ecuador provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CONS: JJohnson/MGomez
HR: JFord/ANegrete
FMO: RWatson/MTorres